

Call Back

Employees required to return to work from off duty shall receive compensation, at an hourly rate, for a minimum of one (1) hour.

On Call Pay

Employees who remain available on off-duty days shall be compensated at a rate established by the City Manager.

Section 302.0

Garnishments

Employees are expected to manage their finances and maintain a good credit standing while working for the City. Employees subject to a garnishment action may be required to reimburse the City for administrative costs associated with their garnishment.

Excessive or repeated garnishment action may be cause for disciplinary action or dismissal.

Section 303.0

Mileage Allowances

Whenever a City employee uses his/her private automobile, in the conduct of official City business, he/she shall be compensated at the current rate set forth by the Internal Revenue Service (IRS). The personal use must be authorized in advance by the Department Head and approved by the City Manager.

Section 400.0

BENEFITS

Section 401.0

EQUAL EMPLOYMENT OPPORTUNITY

The City of Coweta provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, national origin, age, disability handicap, or status as a Vietnam-era or special disabled veteran in

accordance with applicable Federal and State laws to include Title VII, Civil Rights Act of 1964. This policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Harassment

The City of Coweta has adopted a policy of zero tolerance with respect to unlawful employee harassment. In this connection, the City of Coweta expressly prohibits any form of unlawful employee harassment based upon race, color, religion, gender, national origin, age, disability/handicap, status as a Vietnam-era or special disabled veteran, or status in any group protected by applicable law.

With respect to unlawful sexual harassment, the City of Coweta prohibits the following:

1. Unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
 - a. Submission to such conduct is made either expressly or implicitly a term or condition of employment.
 - b. Submission to or rejection of such conduct is used as the basis for decision affecting an individual's employment, or
 - c. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment. A hostile work environment is created by conduct which unreasonably interferes with work performance that can alter a condition of employment and create an abusive working environment.
2. Offensive comments, jokes, innuendoes, and other sexually oriented statements or conduct.

There is no way to create an exhaustive list of all forms of conduct which are prohibited by this policy. However, examples of the type of conduct expressly prohibited by this policy include, but are not limited to, the following:

- a. Touching, such as rubbing or massaging someone's neck or shoulders, stroking someone's hair, or brushing against another's body.
- b. Sexually suggestive touching.
- c. Grabbing, groping, kissing, fondling.
- d. Violating someone's personal space.
- e. Whistling inappropriately.
- f. Lewd, off-color, or sexually oriented comments or jokes.
- g. Leering, staring, stalking.
- h. Foul or obscene language.
- i. Suggestive, sexually explicit, derogatory, or offensive posters, calendars, photographs, graffiti, cartoons.

- j. Unwanted or offensive letters or poems.
- k. Inappropriate, offensive, or sexual gesturing.
- l. Offensive e-mail or voice-mail messages.
- m. Sexually oriented or explicit remarks, including written or oral references to sexual conduct, gossip, regarding one's sex life, body, sexual activities, deficiencies, or prowess.
- n. Questions about one's sex life or experiences.
- o. Repeated requests for dates.
- p. Sexual favors in return for employment rewards, or threats if sexual favors are not provided.
- q. Sexual assault, battery, or rape.
- r. Any other conduct (written, verbal, etc.) which is offensive or deemed inappropriate by the City of Coweta.

Complaint Procedure

The City of Coweta is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their coworkers.

If you experience any job-related discrimination or harassment based on your gender, race, national origin, disability/handicap, or another factor, promptly report the incident to you supervisor, Human Resources, or any Department Head of the City of Coweta. This policy applies to all incidents of alleged discrimination or harassment where the alleged offender is a supervisor, coworkers, or even a non-employee who has a business or potential business relationship with the City of Coweta.

Should the alleged discrimination or harassment occur at a time other than normal working hours, your complaint should be reported as early as practicable on the first working day following the alleged incident.

The City of Coweta takes complaints of discrimination and harassment very seriously. Thus, there is no need to follow any formal chain-of-command when making a report, and you may bypass anyone in your direct chain-of-command and report your complaint with Human Resources at any time. All complaints of harassment and discrimination will be investigated. All complaints will be kept confidential to the extent possible while still allowing the City to investigate and take action, if necessary.

If the City of Coweta determines that an employee has violated this policy, appropriate disciplinary action will be taken against the offending employee up to and including termination of employment.

Retaliation

The City of Coweta prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation. However, if after investigating a complaint under this policy, the City of Coweta

determines that the complaint is not bona fide and was not made in good faith or that an employee has provided false information regarding the complaint, disciplinary action up to and including termination may be taken against the individual who filed the complaint or who gave the false information.

Section 402.0

The Americans With Disabilities Act (ADA) Policy

The City of Coweta is committed to ensuring equal opportunity and access to all employees in accordance with Section 503/504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). The City of Coweta prohibits discrimination against any employee or applicant on the basis of physical or mental disability, or perceived disability. The City of Coweta prohibits discrimination against qualified persons with disabilities in the employment, public services, public transportation, public accommodations and telecommunications. The City will provide reasonable and appropriate accommodations if possible to enable employees to participate in job functions.

Individuals with disabilities are responsible for reporting and supplying documentation verifying their disability. Requests for accommodations must be initiated through the Human Resources office.

ADA Definition of Disabled

The ADA's protection applies primarily, but not exclusively, to "disabled" individuals.

An individual is "disabled" if he or she meets any one of the following tests:

1. He or she has a physical or mental impairment that substantially limits one or more of his/her major life activities.
2. He or she has a record of such an impairment.
3. He or she is regarded as having such an impairment.

Notification Requirements and Service Criteria

Self-Disclosure - All employees seeking accommodation under section 504 of the Rehabilitation Act of 1973 et seq. or the Americans with Disabilities Act must self-identify with Human Resources.